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DRAFT

31 October 1955

TO: Director of Personnel
FROM: Chief, Records and Services Division
SUBJECT: Revision of Table of Organization to Reflect
Manpower Staffing and Development Requirements

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1. PROBLEM

To establish Agency-wide policies and procedures for the implementation on the development and maintenance of tables of organization; namely, staffing complement ~~T/O's~~^S and development complement ~~T/O's~~^S.

2. ASSUMPTIONS

- a. Staffing complement ~~T/O's~~^S will be organized on an operational component basis.
- b. Development complement ~~T/O's~~^S will be organized on a career service basis.
- c. Staffing complement ~~T/O's~~^S will essentially remain as presently organized; i.e., position title, series, and grade.
- d. Development complement ~~T/O's~~^S will be based on numbers of positions ~~and grade~~^{grade} without regard to title and series number.
- e. Both types of ~~T/O's~~³ will be restricted by ceiling controls established similar to the present ceiling controls (numbers rather than budgetary limitations).

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f. All movement of personnel to either ~~type 2/0~~ ^{complement} will be done by means of personnel actions.

g. Initiating personnel actions effecting personnel will be the responsibility of operating components ^{for staffing complement or career service, or units for development complements.}

h. The following types of employees will be included in this study:

- 1) All Staff Employees
- 2) All Staff Agents
- 3) Details from other agencies (military and civilian)
- 4) Details to other agencies

i. Deputy Directors and Heads of Career Service ^S ~~Details~~ are responsible for establishing and controlling the time an individual is charged against a developmental complement.

j. Individuals assigned to ^a ~~the~~ development complement ~~action~~ ~~of a 2/0~~ can be paid from either vouchered or confidential funds. ^{Amplify}

k. Those individuals assigned to the development complement will be identified by categories:

- 1) New employees
- 2) Returnees from overseas
- 3) Projected overseas assignees
- 4) Trainee - external
- 5) Trainee - internal
- 6) Details out of the Agency

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3. FACTS BEARING ON THE PROBLEM

a. The Office of Personnel is responsible for the record keeping, processing, control and reporting of all assignments of individuals to and from established T/O's.

b. The new T/O concept will change the operational procedures presently established by the Office of Personnel.

4. DISCUSSION

a. Once T/O's are established under the new concept, the first problem will be to identify all individuals according to their present status; i.e., staffing complement or development complement. *elaborate*
Once all individuals are identified, it will be necessary to take action to assign them to the appropriate development complement.

b. In order to perform the current processing after the initial phase is over, the following steps are proposed:

1) New employees (other than IAS)

a) Operating components prepare SF-52 assigning the individual to the staffing complement.

b) This action is routed through the Career Board for concurrence, and then to the Office of Personnel

c) Upon receipt by the Office of Personnel, procedures now being followed will remain the same.

d) If the operating component plans on orientation or training for more than thirty (30) days, when the individual enters on duty, an SF 52 will be prepared by the operating component assigning the individuals to a *2*

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development complement of the Career Board concerned. This action will be routed through the Career Board for concurrence, and then to the Office of Personnel for processing.

e) When the individual has completed his orientation and training, and is ready to be assigned to a functional position, the operating component prepares an SF-52 reassigning him to a staff complement, and then routes the action through the Career Board for concurrence.

2) New employees (IAS)

a) The Office of Personnel will prepare SF-52 assigning these people to the Office of Personnel, IAS Development Complement, and these individuals will EOD against this complement

b) When a permanent assignment is determined, the Office of Personnel will prepare a personnel action assigning the individual to the appropriate staffing complement.

3) Returnees from overseas - PCS (who have not been reassigned to a Departmental [REDACTED] Staffing Complement)

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a) Upon notification that an individual has departed his overseas station, the operating component will prepare an SF-52 assigning the individual to the appropriate development complement if an assignment to a staffing complement cannot be effected immediately.

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b) The action is routed through the Career Board for concurrences.

c) When the individual is ready to again assume a functional position, the gaining component will prepare an SF-52 assigning him to a staffing complement T/O.

d) The action is routed through the appropriate Career Board for concurrences and then to the Office of Personnel for processing in the normal manner.

4) Projected overseas assignees

a) When an individual has been selected for a special overseas assignment, and is relieved from his present position, an SF-52 will be prepared by the component requesting assignment to an appropriate development complement.

b) The action is routed through the appropriate Career Board for concurrence and then to the Office of Personnel for processing.

c) Upon notification of arrival at the PCS overseas station, the gaining division prepares an SF-52 requesting assignment to the field staffing complement.

d) The action is routed through the appropriate Career Board for concurrence and then to the Office of Personnel for processing.

e) In the case of a returnee from overseas in a development complement who is selected for another overseas assignment, an SF-52 will be prepared showing this change.

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5) Trainees

a) When an individual is scheduled for full-time external, or Agency training for periods in excess of ninety (90) days, the operating component prepares an SF-52 requesting assignment to the appropriate Career Board Development Complement.

b) The action is routed through the appropriate Career Board for concurrence and then is forwarded to the Office of Personnel for processing.

c) Upon return from training, the operating component prepares an SF-52 requesting assignment to its staffing complement.

d) The action is routed through the appropriate Career Board and then through the Office of Personnel.

e) The effective date will be shown on the SF-52 by the operating component.

6) Details outside the Agency

a) If an individual is detailed to another Federal Agency for more than six months, an SF-52 requesting assignment to the appropriate development complement will be prepared by the operating component.

b) The action will be transmitted through the Career Board for concurrence, and then to the Office of Personnel for processing.

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c) The SF-52 will show the beginning and ending dates of the detail. Extension of detail will require a new SF-52.

d) The effective date of change from the staffing complement to the development, or vice versa, will be shown on the SF-52 by the operating components.

7) Changes in record keeping

a) The assignment of personnel to the development complement who are in-casuals or out-casuals, as outlined above, will result in the abolition of the preparation of the Form - Status of In and Out Casuals, by the Records and Services Division. The onus of keeping the Office of Personnel aware of the casual and trainee situation would be upon the operating components.

b) The daily report submitted to DD/P by RSD of returnees and departures, would also likely be abolished,

c) The use of the development complement will not result in better Office of Personnel reporting where personnel are working than heretofor, although that has been a criticism leveled at the Office of Personnel in the past.

8) Changes in record preparation

a) Question: Who will be responsible for the preparation of an initial or annual Fitness Report that is due while an individual is assigned to the development complement?

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Discussion: Based on current regulations, the immediate supervisor is responsible for completion of the initial and/or annual Fitness Reports. However, while assigned to a development complement, it is not clear who is the individual's supervisor.

b) Question: Who will certify that conduct and service are satisfactory for purposes of periodic step increases?

Discussion: Also, it is not clear as to who is the individual's supervisor.

c) Question: Who is responsible for determining the re-employability of an individual who separates from a development complement?

Discussion: Again, the question is who is the supervisor?

d) Question: Should there be an extension of the trial of one year of new employees to compensate for the time assigned to a development complement?

Discussion: In all fairness to an individual, it appears desirable to evaluate him for his on-the-job performance, rather than time spent in training, or time spent in awaiting full security clearance.

5. CONCLUSIONS

a. The establishment of the development complement appears to require new policies with respect to in-and-out casual record keeping and reporting, Fitness Report processing, PSI processing, redefining

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of length of the one-year trial period, and determination of re-employability.

b. The establishment of the development complement will require the preparation of more personnel actions that is presently required.

c. Office of Personnel will not be in any better position to report where individuals are actually working than under the present system. Accountability is based on information contained in the SF-50 or SF-52, hence, if an employee is performing functional duties, but assigned to the development complement, it will not necessarily be known to the Office of Personnel.

6. RECOMMENDATIONS

a. That policy be established on the following issues:

1) Will the in-and out-casual records now maintained by the Office of Personnel be continued?

2) Who will prepare Fitness Reports due while an individual is assigned to a development complement?

3) Who will certify to the conduct and performance of individuals for PSI purposes?

4) Will there be an extension of the one-year trial period to offset time spent by a new employee in a development complement?

5) Who will determine the re-employability of a separatee?

b. The procedures set forth in paragraphs 4b, above, be approved.

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FURTHER QUESTIONS

1. When an individual is separated for Military Service, while in the Development Complement, what are his rights when he returns? (b) While he is in the Service?
2. What Office maintains time and attendance records while an individual is in the Development Complement, if he loses his identity with a specific division? (If Career Boards are responsible for Development Complement T/O.)
3. Is time in Development Complement creditable toward Career Staff Membership? (Three years)
4. Who will approve LWOP on those individuals in the Development Complement?

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